

February 18, 2015

The Board of Commissioners held its Regular Meeting on Wednesday, February 18, 2015, in the Forand Manor Conference Room at 5:00pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Resident/Community Concerns or Comments**
- 4. Approval of Minutes of Previous Meeting of January 21, 2015**
- 5. Executive Summary**
 - Grant Funding Update**
 - Pest Control**
 - REAC Inspection**
 - Modernization and Funding Obligation Updates – CFP**
 - Upcoming Conferences - NAHRO/NERC/PHADA**
 - Staff Training and Filling of Open Positions**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Maintenance / Modernization update**
- 7. State Pension Plan-Lawsuit-Discussion Only**
- 8. Budget Reserves Update-Maintenance Equipment**
- 9. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the**

**General Laws of the state of Rhode Island to discuss the following:
Personnel – Review Executive Director**

10. Adjournment

The meeting was called to order at 5:05pm by Chairperson Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairperson	
Paul Charette, Vice Chairman	
Gladys Burns, Commissioner	
Lucia DeGamma, Therriault, Commissioner	
Jackeline Parra, Commissioner	

Others in attendance

- Tina Sullivan, Executive Director**
- Paula Llera-Delgado, Executive Administrative Assistant**
- Bill Aunchman, Maintenance Manger**
- Dennis Constantineau, Wilfrid Resident**
- Rachel A. Wilkinson, LRI Participant**

Resident/Community Concerns or Comments:

Wilfrid Manor resident Dennis Constantineau stated that the maintenance employees have worked very hard at Wilfrid Manor this winter with all the snow removal. There being no further questions or public comment Chairman Flynn moved to the next item on the agenda.

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting January 21st 2015. There being no questions or concerns, a motion were made by Vice Chairman, Charette to approve 1/21/2015 minutes, the motion was seconded by Commissioner Parra and carried by all present.

Executive Summary

Executive Director Sullivan explained that the maintenance worked diligently to prepare the building's interior and exterior for the successful REAC Inspections. HUD REAC Inspection was completed, and the scores for each building were very good - Forand manor 87 standard to high score Wilfrid 99 high, this status keeps CFHA as a High Performer again this year.

Executive Director Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, Modernization & Funding, and all the

upcoming conferences/trainings.

Public Housing unit turn over on an average is 13.3 days for both buildings. No new pest control problems at this time, past effected units are still being treated for minor concerns.

The Executive Director, Sullivan explained some new programs, and ideas that are in store for the housing authority providing new services, and programs to the residents such as different activities, health programs, medical assistance as well as some case managements services.

A few new changes with employees this month., The Housing Authority hired a PT receptionist which will start on March 3rd. The Resident Service Coordinator has transitioned very well and the current temporary employee will be hired for the Section 8 Department on March 2nd.

Executive Director Sullivan spoke about having one maintenance employee switch hours, and work some night shifts. She explained it would be beneficial to the housing authority as well as to the tenants. New addition to the kitchen, housing hired a PT person to serve the lunches at Forand Manor. She will work from 9am – 1pm, Monday thru Friday. The residents are very happy.

Chairman Flynn asked if there were any comments or concerns

regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Vice Chairman Charette made a motion to accept the consent agenda, seconded by Commissioner Parra and passed by all.

Consent Agenda

Executive Director Sullivan provided updated department reports which consisted of Financial Management, Housing Management, and Leased Housing. Executive Director Sullivan stated that all departments are running smoothly.

Executive Director Sullivan explained as of YTD all expenditures are on target with the budget, and states there are no concerns at this time with the financials of the housing.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner Parra made a motion to accept and approve the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.

State Pension Plan: Executive Director Sullivan informed the BOC that the Judge in the RI Pension Lawsuit made a decision to withdraw all Housing Authorities from the case.

Budget Reserves-Maintenance Equipment: The HA is looking into spending some of the reserve money on a new bobcat, a RFP was completed and the Executive Director Sullivan would like to award the bid to the lowest bidder. Bill Aunchman and Pete Deroy visited the local dealer to discuss options and types of machines that would best suit the Authority.

The Executive Director asked the board permission to review the bids and award them to the lowest qualified bidder based on proposals received, in order to expedite the ordering process in case additional storms come our way. The bid will be awarded prior to the March meeting however the Executive Director will provide the decision process to the Board at the March meeting.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Executive Director Sullivan awarding the RFP to the lowest bidder. There being no questions or concerns Chairman Flynn asked for a motion to approve, Vice Chairman Charette made a motion to accept and approve the bid, and award it to the lowest bidder, seconded by Commissioner DaGamma-Therriault and passed by all.

Executive Session

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (1) and 42-46-5(a)(2) of the general Laws of the State of Rhode Island to discuss the following:

Personnel: Annual Review of the Executive Director.

- Open Call to go into Executive Session**
 - o Motion made by: Commissioner Da-Gamma Therriault**
 - o Second by: Vice Chairman, Charette**
 - o Passed by all present**

- Time in: 5:56 pm – Executive Session**

The Board voted to come out of Executive Session and that the meeting minutes and recording be closed in sealed in accordance with RI General Law Section 42-46-4:

- Motion to come out of Executive Session**
 - o Motion made by: Vice Chairman, Charette**
 - o Second by: Commissioner, Parra**
 - o Passed by all present**

- Time out: 6:16 pm –Executive Session**
- Time in: 6:16 pm – Regular Session**

Chairman Flynn asked if there were any further business to discuss,

there being no further business, questions or concerns to come before the board, a motion was made by Commissioner, DaGamma-Therriault and seconded by Vice Chairman Charette, to adjourn the meeting at 6:17 pm. The motion was carried by all.